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10 April 06

Addendum # 1

CR # 12 Continuous Recruitment through 31 Dec 06

TITLE: Diagnostic Assessment Services (DAS) Program - DCYF

Submission Deadline: Continuous Recruitment through 31 Dec 06.

- **Clarifications / Corrections to CR#12 are issued in this addendum** (see attached)

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Department of Children, Youth and Families

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Addendum – Clarification

The public meeting for the Continuous Recruitment Letter of Interest (LOI) for the Diagnostic Assessment Services (DAS) Program at the Department of Children, Youth and Families (DCYF) was held on March 8, 2006 at the Department of Administration. During the presentation, the Department presented a general overview of the purpose and intent of the Letter of Interest for the DAS Program, pointing out that DCYF is continuing its movement away from residential programming and focusing more attention on development of appropriate and effective outpatient, community-based services.

It was also explained that this restructured DAS Program is being developed in cooperation and partnership with the Rhode Island Family Court. The following questions were raised and are presented in this addendum with the Department's official response as clarification:

1. Would the youth referred for a DAS evaluation be housed at the new assessment facility?

The residential DAS program would house youth for up to 14 days. The Department expects that the period of time required for a residential assessment will range between 3 and 14 days. As represented in the LOI, it is DCYF's expectation that this evaluation would include a family assessment; and, neural, psychological and educational assessments as needed.

2. Are services billable?

These diagnostic assessment services will be ordered by the Family Court; and therefore, cannot be billed to third party payers. Respondents to this LOI should include all relevant expenditures in their proposal.

3. Will there be multiple sites?

This is possible, depending on the application and the applicant's capacity. The Department of Administration, Division of Purchasing has also been working with DCYF over the past year to identify facilities that may be appropriate for renovation to be used as a group home or perhaps for the residential component of the DAS Program. William Anderson, at DOA, Division of Purchasing represents that he has a list of identified properties. Mr. Anderson can be contacted at: WAnderson@purchasing.state.ri.us

4. Will the residential DAS Programs be co-ed?

No. The Department will accept proposals from applicants to provide residential diagnostic services for male and female adolescents, but

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the proposals must be clear regarding how the program will separate the genders, i.e., space and security measures that are in place, as well as competence for gender specific diagnostic assessment services.

5. Is the shift to outpatient services primarily for diagnostic services, or overall with respect to the Department's treatment programming?

The DCYF is moving in a direction toward evolving a community-based system of care which will rely on evidence-based and promising practices to promote greater family support and wraparound services.

This LOI is focusing on two program capacities for diagnostic assessments:

- 1) To have a comprehensive residential clinical assessment capacity for up to 14 days, if determined necessary, which must include a home and family assessment; and**
- 2) To have a standardized outpatient diagnostic assessment service capacity that provides an individualized evaluation and fully incorporates the youth's educational, social and family environments and his/her interactions and competencies within these domains, as well as a family assessment.**

Both of these DAS program components must provide recommendations for treatment and ongoing supports and services.

The Department clearly wants to see the results of a full battery of psychological and educational testing. The reports from the residential and outpatient clinicians must match to the recommendations for the treatment. Based on the experience of the offerors, DCYF expects to see how well assessments have been aligned with recommended treatment, and the outcomes for the youth and families as a result of the follow up treatment.

Though residential assessments can be up to 14 days, DCYF is looking for proposals from vendors that represent the ability to provide assessments which are designed according to the needs of specific youth. Therefore, it is expected that residential assessments will range between 3 and 14 days.

Vendors will be expected to have capacity for providing performance data to the Department in order to determine outcomes. Selected providers will work with the Department to establish these evaluation measures.

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The Department would also be interested in receiving a proposal from a vendor(s) with the capacity to establish an outpatient diagnostic assessment service network with a pool of licensed master's and psychologist level clinicians.

Additionally, the Department of Children, Youth and Families expects to see proposals that demonstrate successful strategies and working relationships with Local Education Agencies (LEAs) within the cities and towns.

6. Will the residential clinical proposal be for a secure facility?

The DAS residential clinical program will require a highly staffed facility, but not a locked facility. The residential program, as described in the LOI, must be a safe, clean residential setting, and licensed as a child caring agency through DCYF. The program can expect to receive youth with behavioral disorders who have been court ordered for assessment.

A function of the program's purpose is to provide a neutral, stabilizing environment for between 3 and 14 days during which time a comprehensive diagnostic assessment will be conducted. The Department will not prescribe the details for an offeror's proposal, but will be willing to work with any provider selected in order to negotiate the residential program necessary to meet the Department and Family Court expectations.

7. Can the budget portion of the proposal be submitted in a different format than what is provided in the LOI?

The respondent to the LOI must submit the budget format, providing a breakdown of costs and an average per unit rate. The per unit rate is inclusive of the child and family; i.e. family rate. The Department expects to see a justification for the estimated cost being proposed, inclusive of the associated administrative costs. The Department will also accept ancillary budget information in a separate format, if needed, as further support and documentation of program costs.

8. What is the timeframe for submitting the proposal?

The LOI is a continuous recruitment solicitation until December 31, 2006, so proposals can be submitted any time until then. However, the Department is interested in having the residential component developed as soon as possible. The target date for having the residential service in place is late August 2006.

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9. In responding to this LOI, do you want particular font, single/double space, margins?
Respondents to this LOI should use a 12 point font. Single spacing is fine, but space between paragraphs. Margins should be at least 1 inch to the right and left.
10. Any specific length of the document?
Respondents should provide a proposal no more than 20 pages inclusive of the budget section.
11. Can I include attachments and do they count in the length of the document?
Relevant attachments to support the proposal can be included. They will not be counted in the length of the document.

END